Selected Portions of City of Holyoke Gas & Electric Department Operating and Maintenance Procedures, related to the maintenance of gate boxes.

9.6 Service Valves

A. Install a valve at the curb or in another readily accessible location outside the building, if feasible, on each individual service and each approved branch service (See section 9.0.1.2 Branch Services).

B. Use tamper proof valves if installed above ground.

C. Use lubricated (either permanent or grease type) curb stops. (See Section 9.0.3.1). If grease type, be sure to lubricate after it has been installed.

D. Do not use soft seat valves if high ambient temperatures are anticipated that could damage the seat material.

E. Center the curb box over the valve. Do not allow the curb box to rest on the pipe. Block the curb box (not the pipe) to prevent settlement. Install the curb box flush with the ground surface. Use a roadway box if subject to vehicular traffic.

F. In addition to above-ground valves, install an underground valve in a supported gate box on the service in the following conditions:

1. The service is at elevated pressure,
2. The service is 2" diameter or larger, regardless of pressure.
3. The service feeds a theatre, church, school, factory, or other building where large numbers of persons may assemble.

G. Street Resurfacing: Raise and/or repair all gate boxes associated with the above services whenever a street is resurfaced or otherwise reconstructed. Notice shall be given to the Department by the City of Holyoke Public Works Department. Any apparent deviation from the annual list provided shall be brought to the attention of the Gas Engineer or Superintendent.

12.1. General 192.747

Each valve, the use of which may be necessary for the safe operation of a gas distribution system must be checked and serviced at intervals not exceeding 15 months but at least once each calendar year.

Street Resurfacing: Raise and/or repair all gate boxes associated with emergency control valves whenever a street is resurfaced or otherwise reconstructed. Notice shall be given to the Department by the City of Holyoke Public Works Department. Any apparent deviation from the annual list provided shall be brought to the attention of the Gas Engineer or Superintendent.

12.6.1 Main Valves

A. Emergency Control Valves

Check all emergency control valves each year to insure that:

1. The valve box is readily accessible

2. The valve key can be installed on the valve stem.
3. The valve is operative, by partially closing the valve (about 1/16 of a turn for plug valves without gears; or equivalent rotation of the plug for valves with gears).
4. Lubricate the valve if necessary.

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12.7 Valve Spacing Low Pressure Mains

A. Emergency Control Valves

Install emergency control valves in low pressure mains only for special conditions such as:

1. To isolate the main at bridges, railroad crossings, large

creek and river crossings, etc.

2. Where unusual stresses might occur due to vibration, large

temperature changes, unstable sub-soil conditions, etc.

3. On all new main extensions.

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12.8 Valve Spacing Medium and High Pressure Mains

A. Emergency Control Valves:

1. To reduce the time to shut down a pipe section in an emergency, install valves at each major branch connection to control the main in all directions.

2. Install valves on the inlet to each regulator station (See 12.0.4)

3. Install sufficient valves to permit sectionalizing in groups of customers whose total consumption is about 15,000 cfh. The grouping will vary with the types of customers. For example:

a. 50 to 100 residential heating customers

b. 5 to 10 Commercial or industrial customers (with 3M-125 meters).

4. Do not sectionalize in groups of more than 100 customers per section.

5. Certain areas, or types of customers, could require tighter sectionalizing than described above.